



SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



Procedure 316 – Police Radio Issuance

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Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, FTC, IDC	Number of Pages:	3
Forms Referenced in Procedure:	SAPD Form #12 RIR	Related Procedures:	None

.01 INTRODUCTION

This procedure establishes and maintains a process for the issuance and accountability of portable police radios.

.02 TERMINOLOGY *(For specific use within this procedure, see Glossary)*

Police Equipment Assignment System (PEAS)

.03 POLICE EQUIPMENT ASSIGNMENT SYSTEM

- A. Store and update radio assignment information; and
- B. Retrieve information as needed, including:
 - 1. Officer identification when the radio emergency signal is used;
 - 2. For identification during normal course of business; and
 - 3. To display radio assignment information.

.04 INITIAL RADIO ISSUANCE

- A. Probationary police officers, prior to graduation from the Police Training Academy, are issued a portable police radio by the Radio System Office.

.05 RESPONSIBILITIES

- A. Radio System Office Technician: (Located in Communications Unit)
 - 1. Issues all radios and radio chargers, as needed, to the individual officers.
 - 2. Radios are maintained in the Radio Systems Office and the Dispatcher Supervisor's Office to replace broken or disabled equipment.
 - 3. Maintains a complete and current inventory of all police radios and radio chargers.
 - 4. Acts as a liaison between the Department and Communication Unit and Radio Systems Office for the maintenance and repair of all police radio equipment.
 - 5. Maintains an adequate supply of police radios, batteries, and radio accessories.
 - 6. Monitors PEAS for discrepancies of radio assignments, and if any are found:
 - a. Documents the discrepancies; and
 - b. Corrects the problems.
 - 7. Updates PEAS each time a radio change occurs.



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B. Communications Unit Supervisor:

1. When the Radio System Detail technician is unavailable, the on-duty Sergeant or Detective-Investigator will assume the following duties:
 - a. Issues radios and batteries as needed;
 - b. Receives radios in need of repair; and
 - c. Updates PEAS to reflect the changes.

C. Officers:

1. Use their assigned radio while on duty.
2. Officers are responsible for the care and safe keeping of their assigned radio.
3. If a radio is lost or stolen, the officer:
 - a. Immediately reports it to the dispatcher;
 - b. Notifies his immediate supervisor;
 - c. Notifies the Radio System Detail technician;
 - d. Has an offense report made; and
 - e. Routes copies of the offense report and SAPD Form #12-RIR, *Radio Issuance Record*, (received from the Radio System Detail), to his Division Commander, shift, director, and the Accounting and Personnel Office.

.06 TRANSFERS AND PROMOTIONS

- A. Upon notification of transfer or promotion, officers will be informed by their new assignment if they need to contact the Radio Systems Office.
- B. Officers will retain their assigned radio when they are transferred within these respective divisions.

.07 SPECIAL ASSIGNMENTS

- A. Officers on special assignment will turn in their assigned radios to the Radio System Detail technician for a radio programmed to meet the need of the special assignment.
- B. Upon completing special assignments, officers turn in the radios used during the special assignment to the Radio System Detail and are assigned another radio.

.08 RADIO BATTERY MAINTENANCE

- A. Mobile chargers mounted in police vehicles provide adequate charging capacity for the radio batteries.
- B. Batteries which are defective, discharged or have developed a short service memory are exchanged for a charged battery.
 1. Discharged batteries are placed in the bank charger.



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2. Defective batteries and batteries with a short service memory are placed in the designated container located at each patrol section substation.

.09 DEFECTIVE RADIOS

- A. Officers having defective radios shall:
 1. Notify the dispatcher of the radio problems.
 2. Return to the Communications Unit to sign out a spare radio. If no spare radio is available, communication with the dispatcher while en route to the Radio System Detail will be made through the use of the MDC/laptop.
 3. Attach a work order to the radio and submit it to the Radio System Office.

.10 REPLACEMENT COST

- A. If an assigned police radio needs to be replaced or repaired due to negligence or intentional abuse by an officer, the officer is required to reimburse the City for the cost as per the Collective Bargaining Agreement.
- B. The Accounting and Personnel Office arranges for installment payments with the officer.

.11 PENALTIES

- A. Officers are responsible for reporting to roll call for their assigned tour-of-duty with their assigned radio.
- B. Officers reporting for duty without an assigned radio during either six (6) month period, (January through June or July through December), receive disciplinary action and forfeit accrued time according to the following schedule:
 1. First Time Counseling by officer's immediate supervisor and forfeiture of accrued time equivalent to time needed to retrieve the radio.
 2. Second Time A demerit, forfeiture of two (2) hours accumulated leave, and forfeiture of accrued time equivalent to time needed to retrieve the radio.
 3. Third Time A reprimand, forfeiture of four (4) hours accumulated leave, and forfeiture of accrued time equivalent to time needed to retrieve the radio.
 4. Fourth Time Case submitted to the Advisory Action Board with disciplinary action recommended and forfeiture of accrued time equivalent to time needed to retrieve the radio.
- C. Officers submit a report for all occasions where they report for duty in violation of this section to their immediate supervisor.
- D. Unit Directors/Supervisors:
 1. Ensure the officer's explanatory report is placed in his field file;
 2. Submit documentation and recommendations for disciplinary action for officers who have four (4) or more violations during the six (6) month period to the section commander; and
 3. Maintain a file of the above violations until the end of the six (6) month period.
- E. Section commanders submit documentation and recommendations for any disciplinary actions to the Advisory Action Board.